

TEXAS DEPARTMENT OF CRIMINAL JUSTICE
Notification of Nepotism Violation

| Related Employees | | | |
|-----------------------------|--------------------|-------|--------------------|
| Supervisor | Name: | | Birth Date: |
| | Please Print: Last | First | MI (mm/dd) |
| | Job Title: | | Unit/Dept: |
| Subordinate Employee | Name: | | Birth Date: |
| | Please Print: Last | First | MI (mm/dd) |
| | Job Title: | | Unit/Dept: |

In accordance with PD-26, "Nepotism," employees who are related shall not be assigned to positions where one is the immediate supervisor of or in the chain of supervision for the other. If an individual is a relative to a CID regional director, the individual shall not be assigned to any position that is: (1) within the secured area of any unit located within the CID regional director's region of assignment; or (b) a contract medical and treatment position, Windham position, or other position in the CID regional director's administrative or technical chain of supervision and located outside the secured area of such a unit.

In addition, if an individual is a relative to the warden, an assistant warden, or a major assigned to a unit, the individual shall not be assigned to any position that is: (1) within the secured area of the same unit; or (2) a contract medical and treatment position, Windham position, or other position in the warden's administrative or technical chain of supervision and located outside the secured area of the unit.

The work assignments for you and your relative are in violation of PD-26, "Nepotism." A job change is necessary to comply with the provisions of PD-26. You and your relative have 90 calendar days from the date you receive this notification to resolve this conflict by: (1) requesting and receiving a lateral transfer, voluntary demotion, shift change, or reassignment; (2) applying for and receiving a promotion; or (3) taking other appropriate action to resolve the violation, such as voluntary resignation.

If you and your relative do not resolve this conflict within 90 calendar days, the TDCJ shall resolve the matter by involuntarily transferring or administratively separating you or your relative. If an involuntary transfer is necessary, the needs of the TDCJ shall determine which individual shall be transferred. If no other solution is acceptable, the individual with the least seniority, calculated as total months of TDCJ employment, shall be used to determine which individual shall be administratively separated from employment.

Your cooperation is appreciated. Please provide me with a written notification of your decision by: _____
(mm/dd/yyyy)

If you have any questions, please contact me or your human resources representative.

Warden/Department Head:

Printed Name and Title

Signature and Date (mm/dd/yyyy)

Employee's Acknowledgement of Receipt:

I acknowledge receipt of this notification, and I understand the actions that are required to resolve the nepotism violation.

Printed Name

Signature and Date (mm/dd/yyyy)

Note to Employee: With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.